

**City of Ypsilanti**  
**Downtown Development Authority**  
**Board of Directors Meeting**  
**Meeting Location Change**

**Automotive Heritage Museum, 100 N. River Street, Ypsilanti**

**Thursday, November 15th, 2018 – 8:30 a.m.**

**Agenda**

The **Mission** of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

**I. Call to Order**

**II. Roll Call**

Beth Bashert	P	A	Ylondia Portis	P	A
Kayia Robinson	P	A	Andrew O’Neal	P	A
Janette Rook	P	A	Danielle Milner	P	A
Andy French	P	A	Ben Harrington (C)	P	A
Dieter Otto	P	A			

**A. Introductions**

**B. Election of Officers**

**C. Approval of Agenda (X)\***

**D. Approval of October 18, 2018 Minutes (X)\***

**E. Audience Participation (3 minutes each)**

**F. Staff Report/Financial Report (X)**

**G. Standing Committee Reports**

**a. Operations and Finance Committee**

**H. Old Business**

**I. New Business**

**a. Board Retreat**

**b. Meet and Greet Holiday Party**

**J. Proposed Business**

**K. Staff Updates**

**L. Announcements/Comments**

**M. Public Participation**

**Next Meeting: December 20th, 8:30 a.m., TBA**

**I. Key: (\*) = items requiring Board action (X) = documents attached in board packet**

**City of Ypsilanti**  
**Downtown Development Authority**

**Board of Directors Meeting**  
**Thursday, October 18th, 2018 – 8:30 a.m.**  
**Agenda**

The **Mission** of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds	P	Ylondia Portis	A
Kayia Robinson	P	Andrew O’Neal	P
Adam Gainsley	A	Janette Rook	P
Danielle Milner	P	Andy French	P
Ben Harrington (C)	P	Dieter Otto	P

**III. Introductions**

**IV. Approval of Agenda (X)\***

Dieter Otto motioned to approve the agenda and Danielle Milner supported the motion. The committee approved the agenda. Motion Carried.

**V. Approval of May 17, 2018 Minutes (X)\***

Danielle Milner motioned to approve the May 17, 2018 meeting notes and Janette Rook supported the motion. Motion carried.

**Audience Participation (3 minutes each)**

Michigan Advocacy Program is happy to host and be here in Ypsi.

**VI. Staff Report/Financial Report (X)**

Busy month with grants and Depot town Get-Down this upcoming Saturday. Maps for the event are passed out at this time.

**VII. Standing Committee Reports**

● **Grants Committee**

Dieter Otto described the grant committee process to the board. These grants will improve employment, cash flow, prop value ect.

Joe Meyers believes he can get more grant funding from the MEDC seeing how high the demand is in the DDA District.

Amanda Edmonds gave the example of rehab grants using the Lampshade to Ziggys example.

Joe Meyers goes over the grant grading rubric with the board.

These include-

Historical Significance of the Property

Visual Impact of the Project

Project Consistency with Historical Content of District

High Traffic/ Profile Area

High Traffic/ Profile Business

The grant committee also considers attachment 3 of the grant application into the score.

**Sidetrack** - Owner Jessica French presented Sidetrack project to the board.

**Tower Inn**- Owner Rois Savvides presented Tower Inn Project to the board.

**Ypsilanti Food Co/op**- Corrine Sikorski presented YFC project to the board.

**209 Pearl**- Dan Klenotic presents Pearl Street Ventures project to the board.

- Amanda Edmonds asked if PSV has taken previous options into consideration as the area does flood with rain.

**117 Pearl**- Owner Bill Sloan presents his project to the board.

- Amanda Edmonds asked if there is a tenant living there now and is there a business Bill is hoping for to move into the commercial space. Bill Sloan responds yes tenant, and hopes for open concept office space.

**100 W. Michigan**- Robert Cleveland presented his project to the board.

**101 W. Michigan**- Richard Muszynski presented his project to the board.

- Amanda Edmonds encouraged everyone to look to assess roof weight loads.

**Veg-o-rama**- Prafulla Kharkar presented Veg-o-Ramas interior rehab project.

*The Grants Committee recommended to spend all the MEDC funding to fund all the projects above. Additional award to be taken from each districts reserve.*

Janette Rook questioned that the recommendation means that there would be no more grant funding until the end of the year. There are folks who had application issues. It does not feel right to deplete city grant funds in one meeting.

Dieter Otto - We have to spend all the MEDC money regardless. If a project falls through we still have to spend the money.

Joe Meyers - We have an opportunity here to fund and look at this at the operations and finance level.

Ben Harrington stated that the DDA misread demand, and showing the MEDC that we were able to spend the money would put the DDA grants program in a positive light.

Amanda Edmonds adds that the success of this grant round shows impact, demand and leverage to Washtenaw County, who used to help fund our grant program.

Janette thanks board member for the good information.

Joe Meyers adds that the DDA will have \$90,000 on July 1st for the grant program.

Rob Cleveland of 100 W. Michigan stated that he would not be addressing Dalats facade until 2020 if it was not for this grant.

The board allocated fund reserves.

Andy French motioned to use fund reserves to fund the grant applications approved by the Grants Committee and Dieter Otto supported the motion.

Motion passed- unanimous.

#### 100 W. Michigan

The following preamble and resolution were offered by Mayor Amanda Edmonds and supported by Member Andrew French.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from 100 W. Michigan to help business expand in Downtown; and

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Façade grant as recommended by the Grants Committee.
2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$100,000
4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ben Harrington, Janette Rook, Andrew French, Dieter Otto

NAYS: None

ABSTAINED: Andrew O'Neal

YES: 7      NO:      ABSENT: 2      VOTE: Carried

101 W. Michigan

The following preamble and resolution were offered by Mayor Amanda Edmonds and supported by Member Andrew O'Neal.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from 101 W. Michigan to help business expand in Downtown; and

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Façade grant as recommended by the Grants Committee.
2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$100,000
4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ben Harrington, Janette Rook, Andrew French, Dieter Otto, Andrew O'Neal

NAYS: None

ABSTAINED: None

YES: 8      NO:      ABSENT: 1      VOTE: Carried

Veg-O-Rama

The following preamble and resolution were offered by Mayor Amanda Edmonds and supported by Member Andrew O'Neal.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$30,000 for grant awards for the West Cross Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from Tower Inn to help business expand in West Cross; and

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Façade grant as recommended by the Grants Committee.
2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$45,000.

4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ben Harrington, Janette Rook, Andrew French, Dieter Otto, Andrew O'Neal

NAYS: None

ABSTAINED: None

YES: 8      NO:      ABSENT: 2      VOTE: Carried

Amanda Edmonds motioned to award 100 w. Michigan \$100,000 for its facade application, and Andy French supported the motion.

Motion passed - unanimous.

117 Pearl

The following preamble and resolution were offered by Mayor Amanda Edmonds and supported by Member Andrew O'Neal.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from 117 Pearl to help business expand in Downtown; and

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Façade grant as recommended by the Grants Committee.
2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$11,621
4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ben Harrington, Janette Rook, Andrew French, Dieter Otto, Andrew O'Neal

NAYS: None

ABSTAINED: None

YES: 8      NO:      ABSENT: 1      VOTE: Carried

**Sidetrack**

The following preamble and resolution were offered by Mayor Amanda Edmonds and supported by Member Andrew O'Neal.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$30,000 for grant awards for the Depot Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from Sidetrack to help business expand in Depot Town; and

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Façade grant as recommended by the Grants Committee.
2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$27,760.
4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ben Harrington, Janette Rook, Andrew French, Dieter Otto, Andrew O'Neal

NAYS: None

ABSTAINED: None

YES: 8      NO:      ABSENT: 1      VOTE: Carried

209 Pearl

The following preamble and resolution were offered by Mayor Amanda Edmonds and supported by Member Andrew O'Neal.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from 209 Pearl to help business expand in Downtown; and

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Façade grant as recommended by the Grants Committee.
2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$100,000

4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ben Harrington, Janette Rook, Andrew French, Dieter Otto, Andrew O'Neal

NAYS: None

ABSTAINED: None

YES: 8      NO:      ABSENT: 1      VOTE: Carried

#### Ypsi Food Coop

The following preamble and resolution were offered by Mayor Amanda Edmonds and supported by Member Andrew O'Neal.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$30,000 for grant awards for the Depot Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from Ypsilanti Food Cooperative to help business expand in Depot Town; and

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Façade grant as recommended by the Grants Committee.
2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$30,000.
4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ben Harrington, Janette Rook, Andrew French, Dieter Otto, Andrew O'Neal

NAYS: None

ABSTAINED: None

YES: 8      NO:      ABSENT: 1      VOTE: Carried

**VIII. Old Business**

**V New Business**

Annual retreat for the board will be on Monday, October 29th at 8am.

**VI. Proposed Business**

Set date for Meet and Greet/ Holiday Party

**I. Staff Updates**

**II. Announcements/Comments**

Amanda Edmonds thanks Joe Meyers for his time as DDA Director. He has been the kindest person to work with.

Amanda Edmonds- Pitch Ypsi will be able to give \$10,000 in prizes. Asked for the board to push for applicants. Dates will be shared soon, but it is set for early December.

Amanda Edmonds gives her final words to the DDA Board - When she started on the DDA eight years ago, it was a contentious faction with warring bodies. This meeting today really shows how much progress the DDA has made. Thanks to Joe Meyers for leadership. She is proud of everyone involved.

**III. Public Participation**

**IV. Next Meeting: November 15th, 8:30 a.m., TBA**

**V.**

**VI.** Key: (\*) = items requiring Board action (X) = documents attached in board packet

October 2018 Expenses

	AMOUNT	W. CROSS	DEPOT TOW	DOWNTOWN	LINE ITEM	DESCRIPTION
Republic Services	\$4,111.46				\$4,111.46 Waste Managemen	September and October Dumpster Pickups
Joe Meyers	\$109.88	\$21.98	\$16.48		\$71.42 Goal Setting	Lunch for Goal Setting
PSED Law	\$185.00	\$37.00	\$27.75		\$120.25 Legal Services	September Legal Services
Great Streets Conferer	\$1,901.10	\$395	\$344.59		\$1,161.43 APA Conference	Great Streets Award
WH Canon	\$1,958.57	\$430.89	\$450.47		\$1,077.21 Plantings	Landscape Contract
Ypsi Glow Grant	\$2,100.00	\$700.00	\$700.00		\$700.00 Events	Ypsi Glow Sponsorship
Get Down in Depot Town	\$5,528.62		\$5,528.62		Events	Get Down in Depot Town Event
Total	\$15,894.63	\$1,584.95	\$7,067.91		\$7,241.77	

**W. Cross St. Revenue Expenses Report**

<b>10/18/18</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		11,550		9,899		1,651	86%
TIFA		103,511		0		103,511	0%
<u>Total</u>		115,061		9,899		105,162	9%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,412		2,090		5,322	28%
TIFA Expenses		87,851		2,966		84,885	3%
<u>Total</u>		95,263		5,056		90,207	5%
<u>Revenues Over (Under) Expenses</u>		19,798		4,842			
Fund Balance as of FYE June 2017*		129,793					
Projected Appropriation for FYE June 2018		19,798					
Projected Fund Balance June 2018		149,591					
*both TIF and Operating Reserves							

### Depot Town Revenue Expenses Report

<b>10/18/18</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		11,550		6,087		5,463	53%
TIFA		103,511		0		103,511	0%
<u>Total</u>		115,061		6,087		108,974	95%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		5,533		1,644		3,889	30%
TIFA Expenses		92,639		9,853		82,786	11%
<u>Total</u>		98,172		11,497		86,675	12%
<u>Revenues Over (Under) Expenses</u>		16,889		-5,410			
Fund Balance as of FYE June 2017*		125,065					
Projected Appropriation for FYE June 2018		16,889					
Projected Fund Balance June 2018		141,954					
*both TIF and Operating Reserves							

### Downtown Revenue Expenses Report

<b>10/18/18</b>							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	34,244	24,776	9,468	72%			
TIFA	268,236	7,650	260,586	3%			
<u>Total</u>	302,480	32,426	270,054	11%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	28,527	6,871	21,656	24%			
TIFA Expenses	270,849	17,350	253,499	6%			
<u>Total</u>	299,376	24,220	275,156	8%			
<u>Revenues Over (Under) Expenses</u>	3,104	8,206					
Fund Balance as of FYE June 2017*	93,040						
Projected Appropriation for FYE June 2018	3,104						
Projected Fund Balance June 2018	96,144						
*both TIF and Operating Reserves							



## **City of Ypsilanti DDA Staff Report October 2018**

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Website: Staff continues to update business directory and available properties

Community Outreach and Partnerships: Met with most business owners to discuss their needs and to inform them on DDA updates. Staff routinely meets with new businesses to discuss where to locate. DDA meets with First Fridays Ypsilanti on a monthly basis to discuss events and partnership. Staff led meetings and organization of the Depot Town Get-Down with the Depot Town Merchants

Downtown Dumpster Management: Staff is promoting the system and conducting weekly maintenance on the enclosures.

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Staff continues to work with Concentrate Media on the On The Ground Program. Press releases and posts regarding the Great Street in America Award.

YDDA Bookkeeping and Budget: Staff continues to monitor the budget and make recommendations to the Operations and Finance Committee as necessary.

Streetscape Maintenance: Staff is working on preparing for next years planting.

Grants: Staff processed all grant applications, and worked with building owners to ensure all requirements were met to move forward for the board decision.

New Businesses: n/a

Businesses Closing: n/a

Additional: Staff coordinated and planned a Celebration in Depot Town in partnership with the Depot Town Merchants, an event that took place on Saturday, October 20th. DDA staff led meetings, coordinated the committees, and oversaw the entire event. Unfortunately, the Get-Down was shut down due to extreme weather, but stage performances were quickly relocated to Cultivate, and the Awards Ceremony was held at the Heritage Auto Museum.

### **Staff Hours for October**

Joe – Budget preparation, meeting coordination, DDA outreach, DDA board and committee meetings, business attraction, partner meetings, marketing, website outreach, grant outreach - 60 Hours

Elize – Business check-ins, DDA dumpster maintenance, website site content creation, distribution, grant processing and outreach, DDA board and committee meetings, promote DDA news and businesses via social media, special projects, The Get-Down in Depot Town coordination and execution - 150 Hours

Bonnie –social media support, mapping and website help – 12 Hours

Cindy – Available properties and social media support – 15 Hours

Nan – Budget – 10 Hours

**City of Ypsilanti  
Downtown Development Authority  
Operations and Finance Committee Meeting  
Wednesday November 7th, 2018 – 8:30 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Zachary Schultz	P	Ben Harrington	P
Andy French (C)	P	Ruth Ann Jamnick	P
Danielle Milner	A		

**III. Introductions:**

Zachary Schultz Brick and Mortar excited to be a new committee member.  
Christopher Jacobs is the new DDA Director.  
The committee introduces themselves.

**IV. Approval of Agenda (X)\***

- Ruth Ann Jamnick motioned to approve the agenda and Ben Harrington supported the motion. The committee approved the agenda. Motion Carried.

**V. Approval September 12, 2018 Minutes (X)\***

- Ruth Ann Jamnick motioned to approve the September 12, 2018 meeting minutes and Ben Harrington supported the motion. Motion carried.

**VI. Audience Participation:**

- n/a

**VII. Old Business: N/A**

**VII. New Business: N/A**

- **Grant Funding Discussion**

Christopher reads the last months grant program award totals to the committee.  
The pot for facade and rehab grants are drained until July 2019 because of the decision to fund all of the projects, but there is interest in the community for more grant opportunities.  
The goal is to look at the fund balance and decide whether or not to allocate any funds to the facade improvement grants.

Andy French was worried about taking out from other funds without a mapping three year vision.

Joe Meyers stated that publication of grant awardees will come after owners' sign grant agreements.

Joe Meyers reminded the committee that the budget starts at this committee and recommendation to the full board.

Ben Harrington needed to leave early, but informed the committee that is not ready to agree on another round of funding.

In regards to facade grant programs. Better understand financial reserves.

**The committee agrees to not pull funds from the reserve for further grant funding this fiscal year.**

The group discussed their difficulty navigating the budget and finance reports.

Christopher Jacobs agreed that there should be a more palatable/user friendly report for the committee.

Andy French suggested that the staff should bring up red flags to the committee more often. Ruth Ann Jamnick suggested that a manual should be made of how this committee works. She would like to work with staff on this manual, but stresses that the stage chart of accounts must be followed.

Joe Meyers informed the group that this committee's job to oversee this budget by going through it line by line, finances, and any recommendation that is not a grant funding request, and any operations policy.

Reminder that City Council approval for bonding or any funding by this committee over \$25,000. The group discussed

Ruth Anne Jamnick notes that it is important that projects the board wants is communicated with this committee.

Discussion ensued about parking strategy.

Andy French suggested that the focus for 2019 to solve parking.

Christopher Jacobs asked if there is long term capital improvement plan.

City has one, DDA does not because there has not been funding.

DDA has 2 year budget, but we can make amendments in the second year -which we are in.

**VIII. Proposed Business:** N/A

**IX. Announcements/Comments:**

**X. Public Participation:**

**XI. Next Meeting:** December 12th, 8:30 am at SPARK East

Key: (\*) = items requiring Board action (X) = documents attached in board packet

## **Board Retreat October 29, 2018**

Participants: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ylondia Portis, Ben Harrington, Andrew O'Neal, Dieter Otto, Joe Meyers, Elize Jakobson

### **Ground Rules**

- Shared Vision - what is important to us?
- Forward thinking economy for the future
- Proactive approach vs. reacting to emerging issues

### **Needs/Hopes from one another and this meeting:**

- Comfortable to speak to one another
- Do things to focus on who we are
- Reference back to visioning to move forward.
- Intentional and strategic decisions
- Not to rehash the past
- Equity - rewards are not as equitable through the DDA
- Be outspoken, share thoughts.

## **SWOT ANALYSIS**

### **Strengths**

- **Board**
  - Diverse Perspectives
  - Passion and involvement
  - Caring
  - Ready to move things forward
  - Supports new ideas
- **Partnerships**
  - Synergies with City Management
- **Community**
  - Supportive environment
  - Pride
  - Unique core/vibe compared to Ann Arbor or Detroit
- **Money**
  - Increase in Budget
  - Strengthening financial resources
- **Staff**
  - Knowledgeable
  - Dedicated
  - Community-Connected
  - Strong
  - Smooth integration with city staff
  - Qualified

**Weaknesses:**

- **City Relationship**
  - MOU with City not enforced, not equitable
  - Relationship with DPW (does not do their job)
  - Clarity of difference between DDA tasks and City tasks
- **Communication**
  - Low Transparency
  - Limited Engagement on W. Cross
  - Lack of Controlling the Narrative
- **Staff**
  - Number of Staff
  - Lack of staff capacity to move parts of vision forward
  - Lack of technology
  - Staff time spread thin
- **Vision**
  - Need Better Urban planning to create an environment that attracts and sustains traffic
  - Lack of other non governmental community and economic development organizations

**Opportunities:**

- **Community Development**
  - New Money leads to new programs
  - Grants- local, state, federal
  - Build a more competitive Downtown environment vs. other alternatives
  - Leverage the SE Michigan uptick of residence and business. Direct them towards Ypsilanti
- **Physical Development**
  - Rebuilding Transit Center on Water Street and redeveloping the location on Pearl
  - Train Stop
  - Closing N. Washington and recreating as a pedway.
- **Sustainability**
  - Environmental Practices
  - Walkability
  - Being a driver of multi-modal transit
  - Public Recycling
- **Partnerships**
  - Market the Ypsi area to surrounding communities
  - New Public Works Boss
  - New Blood
  - New Mayor
  - Partnerships with youth- employing youth for cleaning program
  - Fresh board members & prospectives

- New Director

### Threats:

- **City Council**
  - I.G.A.
  - Disagreements
  - Overall Relationship
  - Council actions that hurt the DDA
- **Legacy**
  - Dumpster Program
  - Misunderstood business owners
  - Old Guard
  - Failure to get support
  - Loss of confidence from community
- **Economic Condition**
  - Loss of Tax base
- **Equity/inclusion**
  - Inequity
  - Rents rising, forcing businesses out.
- **Society**
  - Norms of behavior (cat-calling, public drunkenness) not enforced by police or community

### Overall Goals

#### *Become an **intentional** leader*

- How we present the district and the cities future
- Choosing issues and pushing them
- Forge Strategic partnerships (FFY, Council)
- Plan to keep YDDA maintained and beautiful
- Have the DDA reflect the residents own view of the city. ( e.g. Everyone knows its bursting with creativity, but we don't have much public art or thoughtful design. There's a reputation of environmentalism but we don't have recycling bins.. .ect.)
- Invest in, and provide voice around multi-modal transit.

#### *Establish a shared vision that is fully bought into by key stakeholders & Influencers*

- Improve the relationship between DDA & City Council so that we are unified.
- Establish a wide reaching, informative, consistent, multichannel communication process
- Market Ypsi in a way that will effectively communicate a sense of "Coolness" and will attract traffic
- Develop a more highly engaged business community that is invested in the city's goals.

#### Current State of the YDDA (drawn as a vehicle by the whole group)

- All over the map
- A little dysfunctional - no continuity
- Many Drivers

- Going somewhere, but its rusty, held together with duct tape.
- Community
- Resemblant of a rusted jeep driving on potholes, polution and rain, but it keeps chugging.
- Hopefulness & Challenges to overcome - working together

#### **YDDA Future:**

- Same direction; forward motion
- A place to live
- People out and about
- Physical infastructure makes place attractive to live
- Economic development to help fund it
- Expands towards the future- multi- modal
- Intentionally planned
- Inclusivity - wide variety of perspectives
- HAPPIER!

#### **What is Joe doing well?**

- He's Knowledgable
- Conveys information easily
- Technical Skills
- Managing skills
- Good outreach
- Influencial
- Work done with developers
- Leadership
- Passionate
- Enthusiastic
- Balancing
- Good Mediator
- Has a good range of emotional intelligence

#### **What does Joe need to stop doing?**

- Stop being so accommodating- its okay to push back
- Need to assert opinion
- Being so manual- pull together more digital automation
- Start focus on staff.
- Identify what staff needs are
- What is best use of staffs time.

#### **What do you want to know about Joe?**

- Overall purview
- Influence

- What is his vision
- What can DDA do to remove roadblocks
- Best practices
- Do you want to be mayor?

**Ideas or Suggestions**

- Take on processes
- Incorporate best practices
- Be proactive
- Strategy plan
- Dashboard metrics
- Be the driver to stay on track
- Ground level opportunity for the DDA- how does it benefit the community
- Transparency about decisions
- Concious about the image of the DDA
- Can get the packet out more than 24 hours in advance.